

THE WHITE HOUSE

WASHINGTON

July 10, 1973

MEMORANDUM FOR: CHAIRMAN  
DEPARTMENTAL COMMITTEE

FROM: JAMES B. RHOADS

SUBJECT: INSPECTION PROGRAM

By letter of instructions dated February 27, 1973 the Interagency Classification Review Committee established a series of Quarterly Reports to implement Executive Order 11652 and Sections IX C and X C of the National Security Council Directive of May 17, 1972.

In these instructions the ICRC emphasized that the Departmental Committees established under Section 7 of Executive Order 11652 and Section X of the NSC Directive are "expected to be actively responsible for ensuring full implementation of the security classification program within their respective departments." Among other things, this must include a program for inspection throughout the department to determine that classified documents are being properly marked and that there is neither unnecessary classification nor overclassification. The Report of Classification Abuses (SF 322) relates directly to this inspection program. Similarly, the procedures established pursuant to Section V of the NSC Directive on possible compromise of classified information should be utilized to ensure that occasions of unauthorized disclosure are reported to the Interagency Committee on the Report of Unauthorized Disclosures (SF 323).

The purpose of this memorandum is to obtain information on how the various departments and agencies have implemented inspection programs to support these reporting requirements. The Committee is particularly concerned that there be an adequate inspection program in each department and agency so that the goals and objectives of Executive Order 11652 will be fully complied with. This requires continual education, correction and follow-up by all departmental officials. In addition, however, it is

the view of the Committee that departments must establish a formal inspection program which covers all offices on a regular basis to ensure compliance with the provisions of the Order and Directive.

Accordingly, departments are requested to report the number of individuals employed for such inspection activities, the resources allocated to such endeavor, the schedule of inspection contemplated and the procedures for conducting such inspections. These reports should be submitted by *latter part of next week.*